

CITY OF HALLANDALE BEACH
Minor Development Review Application Submission Checklist

Residential –3-10 units
Commercial –less than 4,000 Square Feet

Date:
Folio # (required)
Location/Subject property:
Applicant's Name:
Agent's Name (if applicable):
Type of Application (check one):

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Article V of the Zoning and Land Development Code.

Section I – General Information

A. Applicant has had a pre-application conference with staff. Yes No
[Patterned box]

Table with 3 columns: Question Number, Question Description, APP, CITY. Contains 6 main questions regarding fees, application completion, plat of survey, site plan, proof of ownership, and mortgages.

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|----|---|-------|-------|
| 7. | Information pertaining to previous building and land development experience of the applicant.   | _____ | _____ |
| 8. | Evidence of applicant's ability to acquire sufficient development funds, (either a letter of commitment from a recognized financial institution, or a certified personal or corporate financial statement.) | _____ | _____ |
| 9. | Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of this article.  | _____ | _____ |

## **Section II – Site Plan Review Submission**

**Note:** A waiver request must be provided for those items not addressed. No response is considered an omission of information. Indicate by a check mark if a waiver is to be requested. An explanation of the waiver will be needed.

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|-----|---|-------|-------|
| 10. | Existing site characteristics map, which includes:  | _____ | _____ |
| a.  | Existing site physiograph, including soils, topography, watercourses and identification of the 100-year flood plain.  | _____ | _____ |
| b.  | Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development, and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation. | _____ | _____ |
| c.  | Existing zoning of the site and all property within twenty-five (25) feet, which is either adjacent to the site or separate from the site by a public right-of-way.   | _____ | _____ |
| d.  | Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure.  | _____ | _____ |
| e.  | Existing streets, including their condition, right-of –way width, current usage and design capacity.  | _____ | _____ |
| 11. | Proposed site development plan, which includes:   | _____ | _____ |
| a.  | Proposed finished grading by spot elevations and in particular at locations along lot lines.  | _____ | _____ |
| b.  | Provisions for the adequate control of erosion and sedimentation, indicating the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction.  | _____ | _____ |
| c.  | Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the city, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention.  | _____ | _____ |
| d.  | Proposed utility services, including, but not limited to:   | _____ | _____ |
|     | 1. water and wastewater lines and pipe sizes,   | _____ | _____ |
|     | 2. telephone, electric and gas lines,   | _____ | _____ |
|     | 3. solid waste receptacle locations and pressure capabilities and   | _____ | _____ |
|     | 4. five hydrant locations and pressure capabilities.  | _____ | _____ |

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|-----|---|-------|-------|
| e.  | Proposed structures, including their location, use, height, gross floor area and where applicable, the density, number, size and type of residential dwelling units.  | _____ | _____ |
| f.  | The total amount and percentage of site area to be utilized for structural coverage shall be indicated.   | _____ | _____ |
| g.  | Proposed vehicular use areas, including off-street parking and loading spaces, driveways, on-site curb cuts, related off site median cuts, and acceleration and deceleration lanes, including their location, size, width and type of surface and access routes for emergency vehicles. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated. | _____ | _____ |
| h.  | Proposed fences, walls, screen planting and hedges, including their location, type, size and height.  | _____ | _____ |
| i.  | Proposed pedestrian ways and sidewalks, including their location, width and type of surfacing.  | _____ | _____ |
| j.  | Proposed open space and recreational areas, including the location, height, type and size of all trees, plants and other landscape materials. The total amount and percentage of site area to be utilized for both pervious and impervious open space and recreation areas shall also be indicated.   | _____ | _____ |
| k.  | Proposed signage, where applicable, including their location, dimensions, height and type.  | _____ | _____ |
| l.  | Proposed handicapped design features, including ramps, parking spaces, fountains and restrooms.   | _____ | _____ |
| 12. | Other Requirements-A statement as to the following:   | _____ | _____ |
| a.  | A description of the number of anticipated future residents, users and employees of the proposed development.   | _____ | _____ |
| b.  | A description of the architectural harmony and compatibility of proposed buildings and other structures, and the relationship of said structures to each other, adjacent development and the overall community, including such items as height, bulk, construction materials, and façade treatment. A description of maximum shadows to be cast by proposed structures shall also be included.  | _____ | _____ |
| c.  | A description of anticipated energy demands of the proposed development and what measures are to be taken to reduce energy consumption, both through project design and permanent operational techniques.   | _____ | _____ |
| d.  | A description of public mass transportation routes and schedules as related to the proposed development.  | _____ | _____ |
| e.  | A description of how the proposed development is in conformity with, where applicable, the Broward County Land Use Plan, and the City Comprehensive Plan.   | _____ | _____ |
| 13. | Evidence of coordination with other agencies, which may have jurisdiction over the proposed development.  | _____ | _____ |
| 14. | Waiver requests of submission requirements, which are not applicable to the development are provided addressed to the Director.   | _____ | _____ |

Source: City of Hallandale Beach, Zoning and Land Development Code, Article V.
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